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For Release 2001/07/28 : CIA-RDP78-03921A000100010010-5

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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 45-69

3 November 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (4-70)

DATES 14 - 19 December 1969 (Sunday afternoon - Friday afternoon)

LOCATION [REDACTED] 25X1A6a

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14.

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under contract by [REDACTED]

25X1A5a1

Inc., this course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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GROUP 1  
Excluded from automatic  
downgrading and declassification

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PRECOURSE  
WORK

Approximately 20 hours. Material  
to be sent out on or about  
Wednesday, 26 November 1969.

REGISTRATION

Limited to 45. Submit Form 73 to  
AIR/ISS/TR, Room 832 Glebe by  
Wednesday, 19 November 1969.  
No substitutions to be made after  
that date because of extensive  
precourse work requirements.

TRAVEL ORDERS  
AND COST

Responsibility of participating  
office. 25X1A

ADDITIONAL  
INFORMATION

On course content, call extension  
On registration, extension

25X1A

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